



Municipalities building a  
stable insurance future.

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## Questions and Answers for Executive Director Request for Proposals – March 20, 2014

1. **Question:** Related to Proposal Response item 7 - Is the consortium looking for references from at least three CEOs from past organizations the contractor has worked with, or is it seeking a contractor that has served as a CEO for at least three organizations?

“7. Please provide at least three (3) references for whom you have provided executive level management, including company name, contact name, address, phone number and email.”

**Answer:** If the contractor has served in a CEO or other senior management level, the Consortium would like three references from a senior manager to verify the work. If the contractor has served as a senior management level consultant, then the Consortium would like references from CEOs. \_\_\_\_\_

2. **Question:** Is there flexibility for the start date for the Executive Director to begin later than April 28, 2014?

**Answer:** Yes, there is some flexibility for a start date. While there is a desire for the Executive Director to begin at the end of April, the Consortium may consider a start date as late as August 1, 2014. This term is negotiable within reason. \_\_\_\_\_

3. **Question:** How many hours per week are considered half time for the Executive Director, and what are the typical working hours? Is there a cap on the total number of hours worked over the length of the contract?

**Answer:** Since the Consortium considers full-time at 35-40 hours per week, half-time would be considered 17.5 – 20 hours per week. Most of the Consortium meetings begin before 3:00 pm, except the Board of Directors meetings that meet every other month at 5:30 pm.

Note that during busy times, the Executive Director may work more than 20 hours per week, while during slower times, the Executive Director may work fewer than 20 hours per week. \_\_\_\_\_

4. **Question:** Why has the consortium chosen to contract with an Executive Director at this time?

**Answer:** The bulk of the work is currently done on a volunteer basis by several individuals from the municipalities. With such a large budget and so many tasks to tend to, the Consortium deserves a dedicated individual appointed to oversee the daily operations and advance the Board of Directors’ strategic goals. \_\_\_\_\_

5. **Question:** Related to Proposal Response item 6 - At what frequency will the Executive Director fees be paid - hourly, weekly, monthly, quarterly, annual, or something else?

**Answer:** It is anticipated that the Executive Director would be paid monthly, or twice per month. \_\_\_\_\_

6. **Question:** How is the consortium and its consultant(s) currently being evaluated?

**Answer:** The Consortium evaluates its success indicators on a variety of levels:

- Absence of lawsuits;
- Financial stability, with predictable premiums, while seeking savings;
- Favorable results from NYS Office of Financial Services' audits;
- Very low frequency of union grievances and appeals;
- Favorable internal audits,
- Maintain the same or better benefit plans while also seeking cost-effective alternatives. \_\_\_\_\_

7. **Question:** How will the Executive Director be evaluated?

**Answer:** While the Board of Directors has yet to write an evaluation criteria since the job is new, it's likely that it will be based on outstanding completion of tasks, keeping the Board well- informed, and accounting for the schedule to achieve the Consortium's goals listed in the previous question. \_\_\_\_\_

8. **Question:** What are the types of membership activities on behalf of the organization that the Executive Director will be expected to attend?

**Answer:** Sometimes the Executive Director may be invited to speak at another NYS county's board meeting, to inform them of this consortium's structure and success. This might be two or three times per year, or not at all. At this time, the Consortium is not actively seeking other members, but the Executive Director may visit a contiguous county. \_\_\_\_\_

9. **Question:** What conferences is the Executive Director expected to attend?

**Answer:** While there are no conferences that are essential to attend, the Executive Director may receive approval to attend an annual meeting of the New York Association of Counties to seek ideas on what other counties are doing to fund and supplement their health benefits plans. \_\_\_\_\_

**END** \_\_\_\_\_